

# The Tulalip Tribes of Washington

## NOTICE TO PROPOSERS

Sealed Requests for Proposals will be received by the Tulalip Tribes of Washington, at the Contract & Procurement Office located at 8802 27<sup>th</sup> Avenue NE, Tulalip, WA 98271-9694 for the following Project:

*Project No. QCV – CP – 09-0006*  
“Raising Hands” Video Design and Production Services  
Tulalip, Washington

in accordance with the Statement of Scope of Work and Specifications prepared by:

The Tulalip Tribes of Washington  
Consolidated Borough of Quil Ceda Village  
8802 27<sup>th</sup> Avenue NE  
Tulalip, WA 98271-9694

The Project Manager for the Project is:

The Tulalip Tribes of Washington  
Consolidated Borough of Quil Ceda Village  
8802 27<sup>th</sup> Avenue NE  
Tulalip, WA 98271-9694  
Attn. Ms. Marilyn Sheldon  
Telephone: (360) 716-5070  
Facsimile: (360) 651-4249

Work under this Contract will include design and production services to produce the “Raising Hands” video for the Tulalip Tribes of Washington. The “Raising Hands” video will honor and educate others on several charitable organizations or enterprises that exemplify the Tulalip Tribes’ giving and show the outside community that Tulalip Tribes not only care about their immediate community but also about outside communities region wide. It will also educate others in showing that the Tulalip Tribes is here and they are about building a healthy sustainable community. All Contracted work shall be completed by no later than Monday, August 31, 2009.

Native American Preference related to contracting, subcontracting and suppliers in the project is required. The Tulalip Tribes Board of Directors has the authority to require those employers subject to Ordinance No. 60 and applicable federal laws and guidelines, to give preference to Indians in hiring, promotions, training, and all other aspects of employment contracting and subcontracting and must comply with this Ordinance and the rules, regulations and orders of the TERO Commission. For more information about Ordinance No. 60, contact the Tulalip Tribes’ TERO Department at 6103 31<sup>st</sup> Ave NE, Tulalip, WA 98271, Office (360) 716-4747 or Facsimile (360) 651-3474.

Sealed Requests for Proposals will be received for:

“Raising Hands” Video Design and Production Service

Estimate \$30,000

until Tuesday, June 2, 2009, at 2:00 p.m. Only the names of the Proposers shall be disclosed at the opening. Received proposals will not be open for public inspection until after the notice of intent to award a contract is issued. ORAL, TELEPHONIC, FAXED OR TELEGRAPHIC PROPOSALS WILL NOT BE ACCEPTED.

A recommended pre-submittal meeting, which is not mandatory, will be held on Thursday, May 21, 2009 at 10:00 a.m., at the following location:

Quil Ceda Village – Administrative Office  
8802 27<sup>th</sup> Avenue NE  
Tulalip, WA 98271-9694

All Proposers are encourage to attend the pre-bid meeting in order to acquaint themselves with the requirements of the scope of work and Contract documents.

All pre-submittal questions and clarifications should be made in writing to the Project Manager no later than four (4) working days prior to bid opening. Any and all such clarifications and any supplemental instructions will be in the form of written addenda, if issued or responded to. Be sure to include in the address of the correspondence the words "PRE-SUBMITTAL QUESTION".

Request for Proposal documents may be obtained from James L. Redfield, QCV – Contract & Procurement Manager at 8802 27<sup>th</sup> Avenue NE, Tulalip, WA 98271-9694, telephone no. 360.716.5028 or online at:

Request for Proposal documents may also be reviewed for proposing purposes by the following means and methods:

1. On the Internet – Free of Charge:

Request for Proposal documents for this project are available through the Tulalip Tribes on-line website. Free of charge access is provided to Proposers, sub-proposers and vendors by going to:

"<http://www.tulaliptribes-nsn.gov/Home/Government/Departments/TulalipDataServices/CurrentRFP.aspx>"

Proposers are encouraged to "Register" in order to receive automatic email notification of future addenda and to place themselves on the self registered "Proposers List". This on-line plan room provides Proposers with fully usable on-line documents; with the ability to: download and print to your own printer. Contact the QCV – Contract & Procurement Manager at 360.716.5028 should you require assistance.

2. For review at the following locations during normal business hours:

The Tulalip Tribes of Washington  
Contract & Procurement Office  
8802 27<sup>th</sup> Avenue NE  
Tulalip, WA 98271-9694